

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ ДОНЕЦКОЙ НАРОДНОЙ РЕСПУБЛИКИ
ГОСУДАРСТВЕННОЕ ПРОФЕССИОНАЛЬНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ
«ШАХТЁРСКИЙ ПЕДАГОГИЧЕСКИЙ КОЛЛЕДЖ»

Методическое пособие
по иностранному (английскому) языку для студентов
специальности 44.02.02 Преподавание в начальных классах,
44.02.01. Дошкольное образование

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Методическое пособие для студентов

Основной целью курса «Иностранный язык» является обучение практическому владению разговорно-бытовой речью и деловым языком специальности для активного применения, как в повседневной жизни, так и в профессиональной деятельности. Практическое владение языком включает в себя в области устной и письменной речи:

- участие в несложной беседе на тему повседневной жизни;
- чтение и перевод со словарем;
- чтение без словаря тех текстов, которые содержат лексику по пройденной теме.
- ведение деловой переписки.

Методическое пособие по иностранному (английскому) языку предназначено для студентов СПО специальности 44.02.01. Дошкольное образование, 44.02.02. Преподавание в начальных классах

Пособие состоит из нескольких разделов. Задания построены на основе отбора языкового и текстового материалов. Система учебных заданий предусматривает последовательное формирование и контроль базовых коммуникативных умений в устной речи и чтении на материале специальности обучаемых.

Материалы пособия могут использоваться как в ходе самостоятельной работы студентов над языком, так и на практических занятиях под руководством преподавателя.

Раздел 1.

РАЗГОВОРНЫЙ АНГЛИЙСКИЙ

Опорные вопросы для составления диалогов

About myself

О себе

1. When & where were you born?
2. When did you leave school?
3. What can you tell us about your character?
4. Are you an ambitious person? Why do you think so?
5. Are you a sociable person? Why do you think so?
6. What traits in people (in your relatives) do you dislike?
7. What traits in people do you admire?
8. Are you fond of animals? Why? Have you got a pet (pets)?

My friend

Мой друг (подруга)

1. How old is your friend?
2. Do you know when he (she) left school?
3. What can you tell us about his (her) character?
4. What traits of his (her) character do you admire/
5. Do you dislike any of his (her) traits? What are they?
6. Have you got many interests in common? What are they?
7. When & how did you get acquainted?
8. Have you ever quarreled with your friend?
9. What was the reason for the quarrel?
10. Are you sure your friend will never let you down? What would you do if he (she) did?
11. What can you tell us about his (her) appearance?

My family

Моя семья

1. How many members does your family consist of?
2. Where do your parents work?
3. Do your grandparents live with you or do they live apart? Do they still work or have they retired

4. Are you a friendly family? Why do you think so?
5. Do you know of any families where the parents have divorced (separated)? How does it tell on the children?
6. Who is more convenient to you: your mother, father, etc.?
7. Have you ever dreamed (thought, imagined) of a family of your own?
8. What kind of family would it be?
9. What do you think of families where there are many children?

Seasons

Времена года

1. How many seasons are there in the year?
2. Which do you like best of all? Why?
3. Which do you dislike? Why?
4. What are the spring (winter) months?
5. What do people who live in the countryside do at the end of summer, at the beginning of autumn, in spring, in winter?
6. Which is the rainiest season in Bashkortostan?
7. Which is the hottest (coldest)?
8. When do people spend more time indoors?

Holiday

Каникулы

1. When did you last have a holiday?
 2. Where did you go?
 3. Do you like to be on holiday alone or do you prefer to spend it with your friends? Why?
 4. When do you prefer to have a holiday-in summer, winter? Why?
 5. Where do you usually have your holiday?
 6. What do you do if you are on holiday in summer (winter)?
 7. If you had hard currency where would you go for your holiday?
8. How do people feel when they have no holiday for a long time?

My future profession

Моя будущая профессия

1. When did you first start thinking of your future profession?
2. Which was the first profession you liked best?
3. Who helped you to decide – upon this profession?
4. Who did you discussed the problem with?
5. What do your parents think of your future career?

6. What will you do if you make little money on the job?
 7. What is more important to you: money or a job you like?
 8. What have you done to make your future career?
9. Do your friends ask for advice when choosing their future career?

Sports

Спорт

1. What kind of sports do you like?
 2. Which of them do you go in for?
 3. When did you take part in sport event last?
 4. Why do people go in for sports?
 5. Who is your favorite sportsman?
 6. Do you understand people who don't like sports? Why?
 7. You normally cry if you lose, don't you?
 8. Can you swim?
 9. Which is the biggest sports event of the world?
10. When did you visit the Sport Complex last & why?

The theatre (cinema)

Театр (кино)

1. How often do you go to the theatre?
2. When did you go to the cinema last?
3. Where do you feel better: after theatre or cinema?
4. Who is your favorite actor or actress?
5. Would you like to be an actor?
6. What kind of films do you like?
7. What was the film about you saw last?
8. Why do people like to go to the theatre/cinema?
9. Who do you go there with? Why?

Travelling

Путешествие

1. When did you travel anywhere for the first time in your life?
2. Are you fond of traveling now? Why?
3. How do you prefer traveling: by plane, by sea, by train, on foot? Why?
4. What places have you been to? Which of them have made the deepest impression on you?

5. Do you prefer to travel alone, with your parents, friends or total strangers?
Why?
6. How long does it usually take you to prepare for a journey?
7. What places do you dream of visiting? Why?
8. How do you kill the time during a long journey?
9. Why do young people like to go on a hike?
10. Do you buy guide - books, post cards, booklets when visiting places? Why?
11. Have you ever been abroad?

Раздел 2

ТЕКСТЫ ДЛЯ ЧТЕНИЯ

Text 1 Three basic types of economic systems

To develop some perspective for a study of microeconomics, it helps to begin with a feeling for what an economic system is and how it works. Various countries have elected to use different methods both in organizing resources in the production process and in distributing the resultant goods and services. Three basic types of economic systems stand out. A traditional economic system relies upon custom, habit, social mores, and tried-and-true methods for achieving economic goals; technology is primitive; changes are slow and production is undertaken in the same way as last year and the year before. Tradition and the status quo are perpetuated. A command economic system relies on public ownership and centralized control of the basic means of production, severe limitations are placed upon individual choice when such choices conflict with government-determined economic priorities. Economic plans and activities are under the control of an economic commander-in-chief (a king, czar, prime minister, or central planning authority).

A capitalistic or market economic system emphasizes private ownership, individual economic freedom, competition, the profit motive, and the price system in the achievement of economic goals. Each economic unit decides what choices and policies are best for it, the thesis being that in encouraging the drive for individual economic self-interest, the outcome proves also to be in the overall best interests of society because of the strong incentives for efficiency, productivity, and satisfaction of consumers.

Активный словарь

1. traditional economic system – традиционная экономическая система
2. command economic system – командная экономическая система
3. capitalistic or market economic system – капиталистическая или рыночная экономическая система
4. public ownership – общественная собственность
5. private ownership – частная собственность
6. satisfaction of consumers – удовлетворение спроса покупателей
7. efficiency – эффективность
8. productivity – продуктивность
9. to elect – избирать, выбирать
10. government-determined economic priorities – экономические приоритеты государственной важности
11. profit – прибыль, выгода
12. competition – конкуренция
13. the price system – оценочная система

- 14.the achievement of economic goals – достижение экономических целей
- 15.distributing the goods and services – распределение товаров и услуг
- 16.личная экономическая свобода
- 17.limitations – ограничения

Ответьте на вопросы:

1. How many basic types of economic systems stand out?
2. What does a traditional economic system rely upon?
3. When are severe limitations placed upon individual choice?
4. What does a capitalist economic system emphasize?
5. Why does the outcome prove to be in the overall best interests of society?

Text 2 Corporation

A corporation is a business organization authorized by the state to conduct business and is a separate legal entity from its owners. It is the dominant form of American business because it makes it possible to gather together large amounts of capital.

Before a corporation may do business, it must apply for and receive a charter from the state. The state must approve the articles of incorporation, which describe the basic purpose and structure of the proposed corporation. The stockholders usually meet once a year to elect directors and to carry on other important business. Each share of stock entitles its owner to one vote. A stock holder who cannot attend the meeting can legally authorize another to vote his or her shares by proxy.

Management of a corporation consists of the board of directors, who decide corporate policy, and the officers, who carry on the daily operations. The board is elected by the stockholders, and the officers are appointed by the board. Some specific duties of the board of directors are to declare dividends, authorize contracts, decide on executive salaries, and arrange major loans with banks. Management's main means of reporting the corporations financial position and results of operations is its annual report.

The corporation form of business has several advantages over the sole proprietorship and partnership. It is a separate legal entity and offers limited liability to the owners, ease of capital generation and ease of transfer of ownership. In addition, it allows centralized authority and responsibility and professional management.

The corporation form of business also has several disadvantages. It is subject to greater government regulation and double taxation. In addition, separation of ownership and control may allow management to make harmful decisions.

Активный словарь

1. the state – государство
2. a corporation – корпорация
3. to approve the articles of incorporation – утвердить положения устава
4. the basic purpose – основная цель
5. a stockholder – акционер
6. to attend the meeting – принять участие в собрании
7. corporate policy – корпоративная политика
8. the officers are appointed by the board – служащие назначаются советом
9. The board is elected by the stockholders – совет избирается акционерами
10. to authorize contracts – заключать договоры
11. salary – заработная плата
12. annual report – годовой отчет
13. the sole proprietorship and partnership – единоличное владение
14. disadvantages – недостатки
15. taxation – налогообложение
16. to make harmful decisions – принимать ошибочные решения

Ответьте на вопросы:

1. Why is a corporation the dominant form of American business?
2. How often do the stockholders usually meet?
3. What does management of a corporation consist of?
4. What can a stockholder do if he cannot attend the meeting?
5. What advantages has the corporate form of business?

Text 3 Planning

A plan is a design for achieving some specific objectives. Plans can relate to short, medium or long-term intentions. Short-term plans are more likely to contain precise objectives and can be more detailed schemes than long-term plans (often called "strategic plans"); the further it looks into the future, the less certain it can be. However, there is little point in pursuing activities if the business does not know what the intended outcome is. "If you don't know where you are going, how do you know when you've got there?" The first step in planning is to state as clearly as possible the desired outcome that is, the objective. A fundamental skill of managing is the ability to set and communicate objectives.

Next, it is usual to look at the period over which the plan is to take effect and to set specific, measurable targets for quality, time and costs. This is to allow the

plan to be monitored.

In any planning activity, the managers never have all the information they need to make decisions. The Business Environment title in this series looks at some of the external pressures that affect the prosperity of a business. They cannot be ignored at the planning stage. Managers have to make forecasts about the effects that factors outside their control may have on their objectives. During this stage of the planning process, some decisions may be made about how the plan is to be executed, but only in the broadest terms the detailed activities are the next stage. Plan on its own is a sterile thing. Nothing happens until the plan is turned into actions.

Активный словарь

1. short, medium or long-term intentions – краткосрочные. среднесрочные и долгосрочные планы
2. the desired outcome - предполагаемый исход
3. a fundamental skill of managing – основополагающее искусство управления
4. measurable targets – соизмеримые цели
5. quality – качество
6. to make decisions – принимать решения
7. The Business Environment – деловая среда
8. the prosperity of a business – процветание бизнеса
9. the planning stage – стадия планирования
10. to make forecasts – прогнозировать
11. a design for achieving some specific objectives – проект достижения определенных целей

Ответьте на вопросы:

1. What is a plan?
2. What is the first step in planning?
3. What is the next step in planning?
4. What affects the prosperity of a business?
5. What kind of intentions can plans relate to?

Text

4

Wholesaling

Wholesalers are the institutions which stand between the manufacturer and the retailer. A wholesaler buys goods in bulk from producers and sells them in small quantities to retailers. In doing so he helps the production process. If you had an

intention to be a successful manufacturer, you would make high quality products at a reasonable price for selected markets. If you intended to be a wholesaler, you would learn how to serve the market. Wholesaler economizes the distribution. The most important function of a wholesaler is to contact manufacturers and potential customers. Thus nine contacts and deliveries are necessary if three firms supply directly three retailers, where each producer deals only with a wholesaler, reducing the total number of transactions to six.

Wholesalers are used for information and advice. Suggestions which customers make to the retailer are passed to the wholesaler who conveys them to the manufacturer. Thus the latter can improve his product. A wholesaler keeps stocks. Shoppers like to obtain goods immediately. This requires stocks. Often, however, neither the producer nor the retailer has extensive storage facilities and responsibility falls on the wholesaler. Moreover he arranges imports from abroad. Foreign manufacturers can rarely bother to ship small parcels to individual retailers abroad. They prefer to deal with a wholesaler, an import merchant with established trade connections. Wholesalers may be classified into three groups: manufacturer owned operations, merchant wholesalers, merchandise agents and brokers. Manufacturers can establish their own wholesaling office or branch, the latter providing more services to its customers. Depending on the industry or geographical location merchant wholesalers are called distributors, jobbers, or dealers. Among merchandise agents there are selling agents, brokers, commission agents and action companies. They are all compensated by either a commission or a brokerage fee.

Активный словарь

1. to be a successful manufacturer – быть успешным производителем
2. high quality products – высококачественные товары
3. at a reasonable price – по приемлемой цене
4. to obtain goods immediately – немедленно получить товар
5. neither the producer nor the retailer – ни производитель ни розничный торговец
6. to arrange imports from abroad – организовывать поставки из-за границы
7. foreign manufacturers – иностранные производители
8. established trade connections – прочные торговые связи
9. establish one's own wholesaling office – учредить свой собственный торговый офис
10. depending on... - в зависимости от...
11. responsibility falls on... - ответственность падает на...

ОТВЕТЕ НА ВОПРОСЫ:

1. What kind of institutions are wholesalers?
2. What is the most important function of a wholesaler?
3. How can a manufacturer improve his product?
4. Does a wholesaler import from abroad?
5. How can wholesalers be classified?

Text 5 Retailing

The retailer performs the last stage of the production process for it is he who puts the goods in the hands of the actual customers. His work is "to have the right goods in the right place at the right time". There are four types of retail institutions: 1) speciality stores; 2) supermarkets, 3) general merchandise stores, 4) nonstore retailing. Often speciality stores sell one type of product, such as clothing, jewelry, furniture, books. These stores having a better feeling of their market they compete against giant department stores. They can adjust more quickly to market conditions. Big supermarkets are usually well located. All the goods are arranged on trays and shelves. All the prices are clearly marked. The goods are ready-weighed and beautifully packed. There you can find everything you need. The prices are reasonable.

General merchandise stores (GMS) carry a wide variety of products. There are three types of GMS, a) department stores, b) discount stores, c) hypermarkets. Big department stores started in America more than 50 years ago, and then idea was brought to European countries. These stores are wonderful places. People can do all their shopping under one roof. All the things for sale are displayed so that they can be easily seen, and the customers walk around and choose what they want. The store is divided into departments: women's clothes, men's clothes, shoes, toys, sports goods, china and glass etc. There may be a restaurant with an orchestra and sometimes a tea-room as well. You will also find a room where you can rest if you are tired. There's an office where you can book seats for the theatre or arrange to travel anywhere in the world.

Low price is the major attraction of the discount stores. These stores sell the most popular items, colors and sizes. The stores keep long hours and usually open on Sundays. Hypermarket is a type of discount store that was developed in Germany. They are very large stores with low-price and high-turnover products. Hypermarkets achieve cost savings by simplifying their unpacking and display. There are three major types of nonstore retailing: a) vending machines b) door-to-door sales, and c) catalogue sales.

Активный словарь

1. retail institutions – учреждения розничной торговли

2. large stores with low-price and high-turnover products - большие магазины с низкими ценами и высоким товарооборотом
3. to adjust to market conditions – подстроиться под рыночные условия
4. discount stores – дисконтные магазины
5. general merchandise stores – магазины смешанных товаров
6. nonstore retailing - розничная продажа вне магазинов
7. hypermarkets achieve cost savings – гипермаркеты получают выгоду
8. simplifying their unpacking – упрощение упаковки
9. the stores keep long hours - у этих магазинов продолжительное время работы
10. vending machines - торговые автоматы
11. All the prices are clearly marked - Все цены ясно обозначены

Ответьте на вопросы:

1. What is the function of a retailer's work?
2. How can retail institutions be classified?
3. What can you say about the speciality stores and big supermarkets?
4. What did you come to know about discount stores?
5. What types of nonstore retailing do you know?

Раздел 3

ЛЕКСИКО-ГРАММАТИЧЕСКИЙ

Задание 1

- a) Переведите текст письменно;
- b) выпишите глаголы и определите их время;
- c) задайте к тексту 5 вопросов различных коммуникативных типов.

Financial careers

There is a surprisingly wide range of jobs to choose from in the financial world, for example, you can raise money for charities or sell famous paintings or write about economics as a financial journalist or run your own company.

Fund-raiser. There are thousands of different charities these days, e.g. "for children", "cancer research", "the disabled", "Aids research". They all do important work and they all need to raise money. That's why they employ fund-raisers. What does the job involve? Well, it is very varied, but basically fund-raisers organize special events like concerts, ask governments for money, try to get support from local companies and organizations. Most major charities have fund-raising departments which employ teams of workers. Some of these people do office work - others visit companies or arrange special events.

Financial journalist. Financial journalists work in three main areas - newspapers, radio and television. Their job is to understand what's happening in the financial world and explain it as quickly and accurately as possible. Economic journalists don't just report today's news, but they need the ability to predict future events, too. Will interest rates rise or fall? Will the stock market go up or down? Are exports going to increase or decrease? To become a financial journalist you train as a general reporter first. Then you specialize in finance and economics. And when you've done that you'll get a job in the media. But financial journalism is a very competitive career. In Britain only 2000 jobs are available.

Dealer. Dealers work for companies which sell and buy, e.g. foreign currencies or commodities like oil or steel. They work in large, noisy rooms called dealing rooms and do most of their business over the phone and on computer screen. The majority of them are under 35. Most of them also earn very big salaries because their work involves huge amounts of pressure and responsibility. You don't need a degree to be a dealer. What you need is talent, energy, confidence and ambition.

Выполните упражнения.

1. Заполните пропуски предложениями, если необходимо.

- 1) You must keep control ... your finances to run your company successfully.
- 2) Thanks to computers you can get the necessary data ... the touch of the button.
- 3) Every employee has a computer connect ... a printer.
- 4) Our firm tries to get support ... the local government.
- 5) His office hours begin ... 9 a.m., but he comes earlier to get ready ... his work
- 6) Mr Sun works in a big electronic company. He often goes abroad ... business.
- 7) I am impressed ... the progress of your firm.
- 8) Every morning our secretary answers ... a lot of letters ... our foreign customers.
- 9) We would like to place a big order ... you. Your equipment is very up-to-date. It is in great demand, in fact.
- 10) Mr Simonov has been promoted ... Marketing Manager and we are very glad ... him.

2. Выберите правильный ответ

- 1) There are (many, little) houses in your street.
- 2) There are (a lot of, a little) things on the table.
- 3) I have (no, much) relatives here.
- 4) Do you see (something, anything) in the distance?
- 5) Will you go (somewhere, anywhere) in the summer?

3. Переведите на английский язык:

Господин Сан работает в крупной электронной компании. Они производят различную оргтехнику, например, телефоны, компьютеры, принтеры, сканеры и копировальные устройства.

Их головной офис находится в Токио. Они арендуют современное здание в пригороде столицы. В головном офисе пять отделов. Это отдел кадров, бухгалтерия, отдел сбыта, транспортный и производственный отделы.

Менеджеры компании опытные специалисты. Они успешно управляют компанией. Объемы продаж высокие. Это прибыльная компания.

Задание 2

- a) переведите текст в письменной форме;
- b) выпишите глаголы в страдательном залоге и определите их время;
- c) выпишите неличные формы глагола и определите их форму и функцию в предложении.

Unemployment

We say that unemployment exists where people capable and willing to work are unable to find suitable paid employment. But where an economy is adapting to changing conditions, there will always be some persons unemployed as they change jobs or as seasonal work comes to an end.

Unemployment may occur for many different reasons. There will always be some people changing jobs. In certain occupations, e.g. unskilled labour in the construction industry, workers are not employed regularly by one employer. When a contract is completed, labour is not required. Occasionally workers are discharged when a factory is being reorganised.

Unemployed workers usually register at the local employment exchange from which employers can hire them. The unemployed are paid certain benefits. Employment in some industries, e.g. building, fruitpicking is seasonal in character. Seasonal employment can be reduced out of "season" and admit such persons as students and housewives during the busy period. Sometimes there are unemployed workers of a particular occupation in one part of the country but a shortage of the same type of work in other parts. Thus today there is a surplus of unskilled and manual labourers in the north of England, whereas firms in the London area have vacancies unfilled. Two main reasons can be suggested for this type of unemployment ignorance of opportunities, and immobility of labour. Workers may be in "between jobs". Some of them are looking for better jobs, others are seeking better salaries. Young people search for their first jobs. This is called "frictional unemployment". This type is usually short-term and regarded as inevitable.

Unemployment may also be caused by important changes in the structure of consumer demand and in technology. As a result some workers find that their skills and experience are unwanted by these changes. This type of employment is more long-term and regarded as more serious. It is known as structural unemployment.

The full-employment or natural rate of unemployment ranges between 5 and 6 percent.

Выполните упражнения

1. Раскройте скобки, употребив инфинитив или герундий

- 1) I started (to write) my letter this afternoon.
- 2) She promised (to go) to the doctor.
- 3) (to travel) by air is interesting.
- 4) She enjoys (to cook) Indian meals.
- 5) Would you mind (to open) the window?

2. Образуйте следующие формы от глаголов

Use - Simple Passive Infinitive;

Occupy - Perfect Passive Infinitive;

Sign - Participle II;

Explain - Participle I Perfect;

Write - non-perfect Passive Gerund;

3. Переведите с русского языка на английский

- 1) Вчера был подписан важный контракт
- 2) Я бы хотел, чтобы Вы посетили нас завтра
- 3) Когда будут испытывать это оборудование?
- 4) Фирма, строящая этот дом, является одной из лучших строительных фирм.
- 5) Дом, построенный этой фирмой, имеет все современные удобства.